

## Brooks Free Library Board of Trustees

Wednesday, April 9, 2014 7:00 pm

Thornton Room, Brooks Free Library

739 Main St., Harwich MA 02645

### Agenda

1. Call to Order/Attendance
2. Approval of Minutes of March 12, 2014
3. Introductory meeting with Town Administrator Christopher Clark
4. Public Comment
5. Reports:
  - A. Chairman
  - B. Library Director
  - C. Building Maintenance Committee
  - D. Liaison from Board of Selectman
  - E. Friends of Brooks Free Library
6. Correspondence:
7. Old Business:
  - A. FY15 Budget and Town Meeting Articles
8. New Business:
8. Trustees' Report
9. Upcoming Meeting(s)
  - A. Annual Town Meeting/Special Town Meeting – May 5 & 6, 2014
  - B. Next Trustees meeting – Wed. May 14, 2014 at the Library, 7 pm
10. Adjournment

#### **Authorized posting officer**

Virginia Hewitt

Brooks Free Library

#### **Posted by**

Town Clerk's Office

Agenda submitted electronically to Town of Harwich for posting April 3 2014

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Minutes  
**Brooks Free Library Board of Trustees**  
Wednesday March 12, 2014  
Thornton Room, Brooks Free Library  
739 Main Street, Harwich, MA 02645

**Draft**

**Call to Order:** The meeting was called to order by Chair Mary Warde at 7:03 P.M. Present were Mary Warde, Kathleen Remillard, William Crowell, Ann Emerson, Joan McCarty. Also Present Virginia Hewitt, Library Director and Linda Cebula, Liaison from Board of Selectmen.

**Approval of Minutes:** Joan McCarty made a motion to accept the February 12, 2014 minutes. Ann Emerson seconded and it carried by unanimous vote with one abstention.

**Reports:**

**Chair:**

- Mary invited Town Administrator, Chris Clark to attend the April 9<sup>th</sup> Board of Trustees meeting.

**Library Director:**

- Ginny reported that Lisa Eagan is resigning. There are ads out now for four positions.
- Suzanne Martel and Ginny went to a Health Resource program in Plymouth on March 12<sup>th</sup>. It was a forum on municipal preparedness and ensuring a safe and secure municipal workplace. The presentations were excellent.
- The woodworkers have finished projects for the YA area. Mary will send a thank you note. Chair Mary Warde praised Anne Carpenter for her outreach to the schools.
- Ginny spoke to Angelo LaMantia after the Trustees presentation to the Selectmen. There is no source of funding for restoring Monday hours.

**Building Maintenance Committee:**

- The yearly library building inspection has been done.
- Current maintenance issues are disputes about billing.

**Liaison from the Board of Selectmen:**

- Linda Cebula indicated that there is no funding source for restoring Monday hours to the library and the Selectmen plan to remove that article from the warrant. The Trustees were surprised the article was going to be removed. At our Feb. 24<sup>th</sup> meeting with the Board of Selectmen, we asked that the article be left on the warrant even if the Selectmen and Finance Committee were going to recommend Indefinite Postponement, so the Trustees would be able to have a discussion at Town Meeting and make residents aware that we will be coming back with this request next year.
- After a lengthy discussion of the options, it was agreed that the Chairman would notify BOS Chair, Angelo LaMantia and Town Administrator, Chris Clark, that although the Board was disappointed that the Article would be removed, that they (the Board) would not oppose the exclusion of the article in the town warrant.

- Following the discussion, Kathleen Remillard made a motion to have Chair Mary Warde submit a report on Town Meeting floor regarding the Trustees commitment to restoring Monday hours to the library. William Crowell seconded and it carried by unanimous vote.

**Friends of Brooks Free Library:** Not present

**Correspondence:** None

**Old Business:**

- The only article in the warrant will be \$112, 000 for carpeting.

**New Business:**

- Ginny presented a Draft Revision of the library *Policy on Posting and Distribution of Non-Library Materials*.
- Joan McCarty made a motion to accept the revised library *Policy on Posting and Distribution of Non-Library Materials*. Ann Emerson seconded and it carried by unanimous vote.

**Upcoming Meetings:**

- The Board of Trustees will meet with the Finance Committee at the Community Center on March 25, 2014 @ 6:25 P.M.
- Next Trustees meeting April 9, 2014 @ the library, 7:00 P.M.

**Adjournment:**

- William Crowell made a motion to adjourn. Joan McCarty seconded. The meeting was adjourned at 8:05 P.M.

Respectfully Submitted,

Kathleen Remillard  
Secretary

**Brooks Free Library  
Library Director's Report  
April 7, 2014**

**Administrative/Operations:**

Personnel :

Suzanne Martell has been selected for the Assistant Director and Phil Inman for the Shift Supervisor, positions that were created in last year's reorganization. No internal candidates applied for the vacant part-time Administrative/Reference Assistant or part-time Senior Library Technician openings so we're now advertising externally. The postings are now open for our non-HEA employees and the general public to apply.

Book Theft Update:

We've been notified that the individual convicted of stealing books from the historic collections of Brooks and other Cape libraries two years ago is eligible for parole in May. As you know, he was also charged with threatening to commit a crime after threatening Brooks Library staff members. Parole conditions are expected to include a restriction on visiting libraries, museums and any locations with items of historic value.

COSTEP/ "Protecting Our Cultural Heritage"

COSTEP Mass. (Coordinated Statewide Emergency Preparedness) reviewed the progress of community initiatives around the state at our March 19<sup>th</sup> meeting in Boston. I reported on the Jan. 30<sup>th</sup> kick-off meeting in Harwich and activities we have planned for this spring. Harwich Emergency Management Director Lee Culver and I were congratulated on our success at bringing together emergency management, first responders, town officials and members of the cultural heritage community to begin working together. Not only was our community meeting better attended than other events, participants recognized the current gap in emergency preparedness for cultural and historic resources and expressed enthusiasm and commitment for the initiative.

As our initial COSTEP Harwich meeting on Jan. 30<sup>th</sup> we committed to offer additional training this spring. COSTEP MA will provide this for us with a full-day workshop "Preserving Our Cultural Heritage" on May 15<sup>th</sup>. The workshop will educate caretakers on identifying risks, informing emergency responders of the special needs of historic properties, documents and at-risk materials, and planning mitigation strategies. An on-site assessment of a cultural organization and a tabletop exercise also will be included.

Library Services After A Disaster

I've also been working on another aspect of emergency preparedness, preparing to rapidly respond and provide services after a disaster. The Mass. Library System recently cancelled several "Ports in a Storm" workshops in other areas of the state because of low registration.

We've been promoting this concept regionally for several years, so there's a lot of interest on the Cape and Islands. I'm working on arranging the workshop to be held locally and the presenter has selected two potential dates in June.

### OpenCape/CapeNet

The CLAMS consortium has contracted with CapeNet for telecommunications services on OpenCape's new fiber optic network. We've been one of two test sites for CLAMS, so we won't need new equipment but our CLAMS router will need some configuration changes. Down time is expected to be minimal during the transition. We'd like to move our wired public computers from our free Comcast (residential speed) connection to OpenCape, but CLAMS won't begin looking into the options to accommodate that until the fall. At the CLAMS Finance Committee meets on April 11th we'll be discussing moving CLAMS servers to OpenCape's Co-location Center at the Barnstable County complex. This move would offer additional benefits in terms of protection and continuity of operations during disasters or emergencies.

### Vision Impaired Technology Assistance at the Library (VITAL)

Our VITAL Program is in its tenth year of providing comprehensive instruction in the use of assistive technology to people with sight loss. This technology includes magnification, screen reading, scanning/reading, and Braille translation software and devices. We also serve as a resource and referral center providing information to people with sight loss and other disabilities. The fastest growing portion of our program is training people with sight loss on the Library of Congress' BARD program, a digital download service that's replacing the traditional Talking Books lending program. We also download titles to cartridges for patrons who aren't able to do so themselves. The volume of these requests is increasing as the service grows in popularity, so we're recruiting volunteers to assist with downloading titles.

Recent outreach efforts by Assistive Technology Coordinator Carla Burke included:

- Speaking to the Women's Fellowship at Pilgrim Congregational Church in Harwich Port about "Living With Sight Loss: How People With Sight Loss Access Print" in February. The program included demonstrations of several types of assistive technology and a discussion of considerations when meeting and interacting with people with sight loss.
- Attending the annual meeting of the Cape's Blinded Veterans Association in March, speaking to attendees about VITAL and other services and inviting veterans to our monthly "Greatest Generation Meets" book group.
- Carla has been invited to speak to the Chatham-Nauset Lions Club in May. This club has been very generous financially and several members of this club serve as volunteer assistive technology tutors.

## **Building Maintenance:**

### Library coordinated repairs:

- We continue to work with an electrician regarding flickering/dimming of lights, numerous ballast replacements and replacing for the lights for the Main St. sign.
- Problems developed with the personal security alarms last week during storm. Several visits were required before the vendor believed the problem was fixed. The system is experiencing trouble again, however, so it's not yet resolved.
- I've authorized Simplex to repair the faulty exterior fire alarm beacon, located by the doors to the parking lot, but a repair date hasn't been scheduled yet.
- This month I prepared a 3-year schedule to replace the lamps in the 226 new CFL fixtures provided by Cape Light Compact in Dec. 2012 and ordered the lamps. The schedule identifies lamp replacement by area, with 1/3 replaced each year - a best management practice that prevents taxing the ballasts and reduces custodial time spent replacing lamps -something we were never able to implement because of on-going problems with the previous CFL fixtures. Additional custodial hours may be needed to complete this year's replacements in a timely manner. In October we'll begin 2<sup>nd</sup> round of replacements and then continue the replacing a third of the lamps each October.

### Highway & Maintenance Dept. coordinated repairs:

Highway and Maintenance has pending requests to investigate/repair the leak on the Mezzanine, investigate solutions/seek other quotes for the \$7000 repairs to the automated handicapped accessible doors, investigate problems with the emergency light inverter, and to replace the balcony railing over the front door. They will complete the move of the crosswalk to the corner of Main and Oak St. in the spring by striping the crosswalk and moving the sign to the new location.

## **Financial:**

### FY15 Budget Request and Town Meeting Articles

The Trustees met with the Finance Committee on March 25<sup>th</sup> to discuss our articles. The only article still on the warrant is \$112,000 to replace the carpeting. The FinCom voted to approval this article. We also discussed the article to restore Monday hours, which has since been withdrawn by the Selectmen. No votes were taken but FinCom members seemed supportive of the need to restore Mondays as an open day.

FY2014 Year-to-date Budget, through March 31, 2014

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$160.00	\$40.50	\$119.50	25%
Dues, Subs & Travel	\$2,100.00	\$2,091.18	\$8.82	100%
Electric	\$30,848.00	\$20,485.10	\$10,362.90	66%
Maintenance & Repair	\$40,000.00	\$34,569.71	\$5,430.29	86%
Library Supplies	\$11,270.00	\$8,025.85	\$3,244.15	71%
Educational Supplies	\$100,000.00	\$84,220.02	\$15,779.98	84%
Gas	\$13,000.00	\$9,053.66	\$3,946.34	70%
Office Supplies	\$4,050.00	\$3,667.83	\$382.17	91%
Professional & Tech	\$40,147.00	\$40,147.00	\$0.00	100%
Water	\$957.00	\$631.44	\$325.56	66%
Total Library Expenses	\$242,532.00	\$202,932.29	\$39,599.71	84%
Wages & Salaries	\$449,663.96	\$323,902.53	\$125,761.43	72%
<b>TOTAL</b>	<b>\$692,195.96</b>	<b>\$526,834.82</b>	<b>\$165,361.14</b>	<b>76%</b>

Respectfully submitted,

Virginia A. Hewitt  
Library Director

Trustees Report of the Public Services Librarian  
April 2014

**Staff Training:** Our first Readers' Advisory training held on Monday, March 24 on the Romance genre went well. Before the next training at the end of April everyone will read at least one romance from one of the subgenre and will come with a list of other authors in that subcategory. We will all briefly talk about the title(s) we read and then will watch the webinar on the next genre. We also received training on using the Assistive Listening System by Emily Milan and Carla Burke. At the program on the following Saturday, we were able to use it without any issues and 2 attendees used the system with headphones.

**Community Outreach:** Joanne Clingan attended the Volunteer Fair & Festival at the Cape Codder in Hyannis on April 5 held by the Cape Cod Volunteers. She promoted our programs and services and encouraged attendees to sign up to volunteer.

**Programming:** Most of our programs continue to be well attended. The Crabgrass Bluegrass Band had a "sold-out" crowd (over 90) with at least 20 or more patrons who showed up and were turned away as the result of limitations due to fire laws. The Sunday Friends' program had 36 attendees and our Tuesday evening Irish genealogy lecture had 37. Stephanie Foster's talk about her new book, Farms of Cape Cod had 30 participants.

The Conversation Circles led by Trustee, Joan McCarty was discontinued due to low attendance. While there is a need for such programming on the Cape, Harwich's lack of affordable housing and the need of that population to work in the evening may have been a contributing factor. Joan is to be commended for her interest and enthusiasm for trying to establish a group for these individuals.

Coming at the end of April is our opening of a new Seed Lending Library. Only the third to open on the Cape, this will allow individuals to come and "borrow" seeds to plant in their gardens this year, harvest the seeds from some of their best plants at the end of the season and "return" them to us to repackage and "lend" again next year. The whole idea of seed libraries has been "spouting" around the country and is based on the philosophy of self-sustainable communities. The seeds need to be either Heirloom varieties or those from plants using open-pollinated methods to retain the integrity of the future generation of the plants thus creating less genetically modified organisms and hybrid plants. We have also reserved a plot at the Community Garden where we will be able to grow and harvest our own seeds to add to our collection. Anyone willing to help with this project should contact Suzanne at [smartell@clamsnet.org](mailto:smartell@clamsnet.org) or by leaving a message at 508-430-7562 x 4.

The Conservation Administrator, Amy Usowski will be donating some of the Wildflower mix seeds that she intends to distribute for Arbor Day. A talk will also be given by her

on the pollinators on the cape, why they are important, why they are in decline, and what you can do to increase their numbers.

This whole campaign "Planting Seeds So Harwich Reads" will all lead into a Community-wide project next year that will be tag-lined "Harwich Reads: Growing Our Community". This will be a Community Read project that will involve multiple groups such as the Cultural Council, gardening groups, the Conservation Department, and many others that will collaborate to hold this large event with programs and reading books all related to gardening and plants. These programs all tie into the Long Range Plan under Goal 2: Building Community, Objective 2.

Respectfully Submitted,

Suzanne Martell

Youth Services Report  
April 3, 2014

This month I attended a conference on the Brain Building in Progress program and utilizing StoryWalks in a library setting. We have already begun doing a Story Walk, in conjunction with the Harwich Conservation Trusts, at the Bank St. Bogs last summer, and are planning to continue this summer.

**Little Hands Art**

After a patron requested that we provide some programming opportunities to parents with young children on Saturdays, we began Little Hands Art in March. Aimed at toddlers and preschoolers, the process art program has been extremely successful. We had originally intended only to hold classes during March, but the enthusiastic response has extended the program through April. In addition to being generally very well attended, Ann reports that she is excited to see the number of fathers attending the program with their very young children.

**STEM Programming**

Our efforts to increase STEM programming in the library continues successfully. At the end February we held an Engineering Challenge for elementary school aged children to build a structure out of newspaper that they could fit inside. In March our Engineering Challenge was to build a boat using limited materials. We will have another Engineering Challenge to build bridges on April 12th. Science Storytime, running every other Wednesday, continues to grow. Recent themes have included seeds and plants, magnets, and creating patterns.

**Collaboration with Schools**

With the advent of nicer weather, the Harwich Elementary School third graders are once again walking to the library. Each group visits at two week intervals, resulting in at least one library visit a week from now until the end of the school year. At each visit Ann reads a picture book, gives book talks, and talks about aspects of library use such as how to use the OPAC or self checkout, or highlighting features of various genres, after which the students look for and check out books.

End-of the year annual classroom field trips for Library orientation and instruction and to promote the Summer Reading Program, will be scheduled for all elementary and middle school classes in May and June.

I have been working with Francie Joseph, the coordinator of the \_\_\_\_\_ to help enhance their annual Celebration of the Young Child in Harwich, a picnic and activity day in Brooks Park. Their funds are limited, so we will provide the entertainment and make the program a collaborative event. This is the first year the event will be held

on Saturday (May 31<sup>st</sup>), which will allow more families with working parents to attend. We've scheduled the always popular Cape Cod African Dance and Drum group to perform, and I will be working with Francie to plan and run the activities.

Ann has been in contact with the HES vice principal to implement a StoryWalk on the school grounds as part of the Exercise Your Right to Read program this spring.

### **Collaboration with Harwich Junior Theatre**

I am meeting with Tammie Harper, the Outreach Director of the Harwich Junior Theatre, next week about opportunities for collaboration. We'll be discussing enhancing our after-school offerings for teens and tweens by contracting with HJT to provide creative programming at the Library next year. As with other program performers/providers, we would pay for the program, with no charge for youngsters to participate.